

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highest ranking position in the police department, the primary duty of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations, for management of personnel, and for management of all department assets. The employee of this class plans and directs operations to provide law enforcement services for the community, and provides for all support functions for these operations, including production and maintenance of records, development of a crime prevention program, and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor and City Council who review and oversee the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Organizes the personnel management functions of the department to efficiently provide required services while minimizing expense. Locates grants available for law enforcement projects and administers grant-funded projects.

Collects data to be used in making management and planning decisions; reviews department operations based on this data and decides if changes are needed. Reviews existing or proposed legislation, regulations, or court rulings to determine if department operations are affected. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods to evaluate productivity, and identifies target areas for productivity improvement.

Develops a personnel recruitment and selection program, and interviews prospective employees in order to make hiring decisions. Maintains promotional eligibility lists and recommends promotions. Establishes a system of performance evaluations and uses information from evaluations to make personnel decisions. Provides for employee growth and career

development. Maintains discipline among employees by conducting corrective interviews and making decisions concerning disciplinary action. Assists in the development of and administers a comprehensive personnel plan. Develops and administers a grievance resolution procedure.

Collects and analyzes data on extent and causes of risk and devises a risk management program; monitors the results of the risk management program. Develops and implements a safety program for the department. Establishes and maintains a system of line and staff inspections to exercise control through observation and review. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Records expenses, disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records. Authorizes the expenditure of funds allocated for police department operation. Prepares a departmental operating budget, including procedures such as collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates.

Oversees and utilizes a system of information management. Establishes policy and supervises the production of records and reports. Compiles, analyzes, and organizes data and writes reports needed to document the operation of the department. Writes letters in answer to requests or as required to address needs of the department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Writes requests for grants or other special funds to aid in the operation of the police department.

Promotes a positive public image of the department. Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at any required meetings, and works with boards and agencies whose operations affect the police department. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Determines target areas for crime prevention, and writes and structures demonstrations on crime prevention or related law enforcement topics. Delivers talks, lectures, or demonstrations to schools, clubs, or civic groups.

Supervises department employees, making and monitoring work

assignments, providing tools and equipment, and insuring that employees meet departmental standards for safety and propriety. Provides for on-the-job training for subordinates. Holds meetings to receive reports, disseminate information, or discuss work problems. Sets work schedules and approves leave. Reviews reports written by subordinates and evaluates their work performance. Counsels employees who are experiencing work problems.

Evaluates training needs, establishes a training program, and maintains the program, providing for outside training when needed. Serves as a consultant for smaller law enforcement agencies in surrounding areas.

Reviews products and purchases equipment and supplies, keeping such purchases within the established budget. Oversees the general care, maintenance and use of departmental equipment, vehicles, and property.

Plans, organizes, and directs all law enforcement functions for the department, including patrol operations, traffic control and traffic accident investigation, criminal investigation, special operations, and handling of juveniles.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

RU	06-08-61
Rev	06-24-80
	10-31-91
	11-11-94